CITY OF CHETEK

Disconnection Policy for Residential Refuse Service

I. PURPOSE OF POLICY

The City of Chetek desires to create reasonable standards governing "extended period" disconnection requests for residential properties that become vacant, uninhabitable due to fire, condemnations, remodeling, seasonal occupancy, or other valid reasons not specifically noted herein. The City of Chetek regards the term "extended period" to mean at least one (1) calendar month. Disconnection requests will not be granted for partial months.

II. REQUIREMENT OF RESIDENTIAL REFUSE DISCONNECTION/RECONNECTION

- 1. Property owners must complete the required application form per occurrence for each residential unit, or annually for units permanently vacated. Forms are available at the City Clerk's office. The disconnection shall be a minimum of one (1) calendar month and a maximum of 1 (one year). All units will be charged a minimum of one calendar month of service annually.
 - a. Seasonal residents will be charged for a <u>minimum</u> of 5 months of garbage service from May 1st through September 30th each year.
- 2. Prior to disconnection, occupants must have paid for at least one calendar month of refuse service during the calendar year, except for properties vacant due to fire, condemnation, long term hospital/nursing home occupancy, or death. The disconnection in these circumstances shall be valid until the property is deemed habitable and/or occupied. All accounts must have a zero balance prior to disconnection.
- 3. Any property found to be in violation of the above provisions will have the disconnection application revoked and said property will be charged for service dating back to disconnection date.
- 4. Any and all unpaid residential refuse charges, interest, and/or penalties will be placed on the tax roll against the property as a special charge.

III. IMPLEMENTATION

Implementation of this policy is deemed to be in the best interest of the citizens of the City of Chetek. This policy's intent is to serve and coordinate various requests for service disconnection and reconnection among aforementioned parties to conserve time, manpower, and fiscal resources. Its overall purpose is to be both reasonable and fair to all parties affected by standards listed within this document. This policy may be amended as needed, so long as amendments satisfy the overall intent of the document, by a vote of the Common Council of the City of Chetek.

IV. APPEAL

Any property owner may appeal to the Common Council any and all disconnection/ reconnection applications denied by the City Clerk's office. To appeal, said property owner must submit a signed written request of appeal to the City Clerk for presentation to the Common Council.

CITY OF CHETEK REQUEST TO DISCONTINUE **GARBAGE** AND/OR **WATER & SEWER** SERVICE

Date received in office	
the month. If we receive an application	rrent month (vacated on the 1 st of the month) the application needs to be submitted before the 15 th of the month, or the request date is after the 1 st of the month, the effective date will be lication must be filed annually , except for properties vacant due to fire, or condemnation or
Account Number:	Telephone Number(s):
Name on account	House address
I claim this residence	on my taxes as my primary residence .
For homes that are marked charged for one month's reg stances have not changed. circumstances have change	continue service due to the following: home is uninhabitable in the nursing home/long—term hospital stay not used s "not used" this application is good for one year. After one year, I will be lar residential service and at that time I may file a new application if circumfurther understand that it is my responsibility to notify city hall as soon as . Failure to notify city hall that this home is being occupied may result in ing back to disconnection date.
This home is a seaso	al home – used during summer months only (I understand that I will be charged garbage service from May 1 st through September 30 th each year.
I am requesting to te	rbside pickup I will use bag service (allowed up to 8 bags per month) I understand bags must be placed in dumpster behind city hall. porarily discontinue refuse service request specific dates and charges will automatically begin according to the dates I
Home is empty due to:or If for sale,	vacationto be rentedremodelingfor sale ease provide name and number of Realty
Month to stop service	full months only!
	will be charged for a full month
I request my water mI request a Permane within twelve (12) months fr disconnection date. Public Works de	ter be turned off at the street while I am gone. ter be temporarily removed while I am gone. t disconnection of service. I understand that if a request is made to start service that the date of disconnection, I will be back billed for service charges back to the original teartment shall shut water off at the curb and remove meter. If unable to shut water off at the the customer to prevent water from being accessible. Public Works department shall
SIGNATURE	DATE
**************************************	***************************************
Date Notified City Shop Via E (forward this form for meter remo	nail: Initials: al, shuts offs, and permanent disconnections)
Public Works authorization for Perm	nent Disconnection of water/sewerdate
Processed on	_ By